



# **VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**

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Telephone (340) 777-4432 · Fax (340) 775-7913

[www.vihfa.gov](http://www.vihfa.gov)

## **INVITATION FOR BIDS**

for

### **ESTATE DONOE SINGLE FAMILY HOME CONSTRUCTION “WHISPER EIGHT”**

**IFB 009-2023-STT**

Issue date:

**July 13, 2023**

Submittal deadline:

**August 16, 2023**

Contact person:

**Afisha Hillocks**

**Procurement/Contract Officer**

**[ahillocks@vihfa.gov](mailto:ahillocks@vihfa.gov)**

**(340) 772-4432 ext. 3233**

**[www.vihfa.gov/procurement/solicitation](http://www.vihfa.gov/procurement/solicitation)**

 *Unlocking the Door to Affordable Housing*

Invitation for Bids  
IFB 009-2023-STT  
Estate Donoe Single Family Home Construction

“CONFIDENTIAL BID SUBMISSION”

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## VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

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IFB 009-2023-STT  
INVITATION FOR BIDS  
ESTATE DONOE

SINGLE FAMILY HOME CONSTRUCTION

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### 1.0 PROJECT SUMMARY

The Virgin Islands Housing Finance Authority (“VIHFA”) is soliciting bids from qualified and licensed United States Virgin Islands’ (“USVI”) General Construction Contractors (“Respondent”) to construct eight (8) turnkey affordable single-family homes utilizing plots owned by the VIHFA in the existing “Whispering Hills” subdivision located in Estate Donoe on St. Thomas, USVI (see **Attachment A** for the **VIHFA Affordable Housing Development Guidelines**).

The VIHFA has prepared eight (8) plots that are ready to be built upon (See **Attachment B** for **Location Map** and See **Attachment C** for **Subdivision Plat Map**). The VIHFA has also prepared eight (8) home plans (See **Attachment D** for **Permit Ready VIHFA Plans**) that are intended to be constructed on the aforementioned plots. The single-family home plans found within this solicitation were selected by the VIHFA to provide our homeownership clients with a high-quality home that is constructed at an affordable price. The siting of each home was made in consideration of the individual site topography to assist in limiting the cost of construction. The Respondents will be asked to provide the base price for the construction of each single-family home.

### 2.0 SCOPE OF WORK

Provide a bid for work as per these specifications:

The Respondent shall be responsible for furnishing all labor, tools, materials, equipment, miscellaneous supplies and services necessary to construct each single-family home in accordance with the Architectural Drawings and specifications listed here-in.

#### **Project schedule:**

The selected Respondent shall provide a project schedule for milestone progress on the following items within ten (10) calendar days following the execution of contract:

- Start date and 100% completion date of each Single-Family Home Construction.
- Completion date of each of the following for each home: Cistern, Floor Slab, Bond Beam, Roof, 80% Completion (Windows, Doors and Plastering) and 100% Completion.
- Weekly Meeting Schedule, Including deliverables (e.g. meeting minutes, RFI updates, etc.)

The project schedule shall be an overall schedule encompassing all contracted homes and depicting each of the above referenced stages for each home.

#### **Permits and Inspections:**

The VIHFA shall provide permit ready plans to the selected Respondent(s). The selected Respondent(s) shall be responsible for obtaining the Electrical, Plumbing and any other

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required permits. The selected Respondent(s) shall be responsible for obtaining the final Electrical, Plumbing and Occupancy Certificate from DPNR as well. The selected Respondent(s) shall request all DPNR progress inspections in writing and gain said approvals in writing. The selected Respondent(s) shall inform the VIHFA's Construction Manager ("CM") assigned to the project of all inspection requests in order to provide a minimum of forty-eight (48) hours for VIHFA's inspection. All said DPNR inspection approval documents shall be submitted to VIHFA's CM within five (5) business days. In the event that DPNR fails an inspection, the failed inspection shall also be communicated in writing to the VIHFA's CM within forty-eight (48) hours. Additionally, the selected Respondent shall coordinate with the VIHFA for any required progress inspections and final inspections.

The selected Respondent(s) shall also be responsible for creating and maintaining a detailed written record of all delays incurred on the project. The selected Respondent(s) shall share this information with the VIHFA's CM on a weekly basis.

**Plot clearing:**

Plot clearing work shall be limited to the area required to construct the single-family homes and the septic system at the Department of Planning and Natural Resources ("DPNR") minimum required distance from the home. The selected Respondent shall be responsible for pre- and post- construction termite treatments and cistern water tests, prior to the VIHFA and the VIHFA's client accepting the home.

**Materials and fixtures:**

The selected Respondent shall provide timely submittal, in writing, of the following items for review and approval:

- Windows & Doors
- Kitchen & Bathroom Cabinets & Countertops
  - Kitchen and bathroom cabinets and countertops must meet the minimum standards set forth by the Kitchen Cabinet Manufacturers Association (KCMA). For information in this regard visit: <http://www.kcma.org/certifications/ansi-kcma-standard>.
  - Additionally, no pressed wood will be permitted in any of the cabinets and countertops (nor anywhere in the home). All cabinets installed shall be constructed of PVC material.
  - All kitchen cabinets shall include upper cabinets above the refrigerator location. And, where no CMU block wall is shown adjacent to the open end of the refrigerator a double ¾" side panel shall be provided. Please see **Attachment E, Kitchen Cabinets Update**. The drawings clarify this addition.
  - All exposed surfaces must be waterproofed (interior and exterior of cabinets and countertops).
- All Plumbing & Electrical Fixtures
- Water Pump, Pressure Tank and Water Heater
- Bathtub, if Applicable, and
- any other items specifically requested by VIHFA.

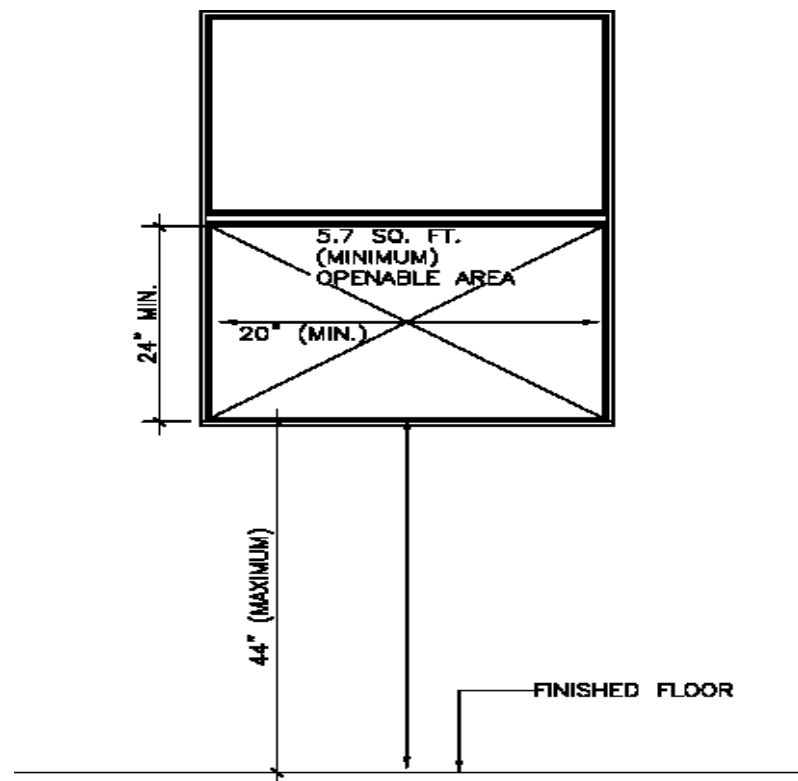
**Egress Windows:**

Please verify any window use as an egress window. Egress Windows must meet the following

code (International Residential Code IRC) compliant criteria.

- Minimum 5.7 square feet of net clear opening area.
- Minimum 24 inches of net clear height opening.
- Minimum 20 inches of net clear width opening.
- Exception: 5.0 square feet allowed if located at grade floor or below grade.

See visual display of these dimensions below. Note typical application for single hung egress windows.



### **Pressure Test on Water Supply Lines:**

The selected Respondent(s) shall complete a pressure test on all water supply lines to ensure there are no leaks in any of the lines. The selected Respondent shall inform VIHFA's Construction Manager when each pressure test has been set up and provide sufficient time for inspection and monitoring.

### **Termite Treatment and Associated Warranty:**

The selected Respondent(s) shall be required to perform a pre-slab termite treatment as well as a final perimeter treatment upon completion of the home construction. Further, the selected Respondent shall provide a five (5) year warranty for the termite treatment, commencing upon VIHFA and VIHFA's client accepting the home.

## **2.1 PROJECT FOREMAN**

The selected Respondent(s) shall maintain an experienced project foreman who will be responsible for coordinating the construction work to ensure compliance with the project

requirements (plans, specifications, building codes, project directives, etc...) and proper order and process of construction work.

## **2.2 CONTACT INFORMATION**

The selected Respondent(s) shall provide contact information for the purpose of facilitating and maintaining regular communication with VIHFA. This contact information shall include a minimum of a reliable company phone number and email address. The said contact information shall be monitored regularly and used to facilitate an open line of communication with the VIHFA.

## **3.0 NUMBER OF AWARDS**

The Respondent recognizes that, at the sole discretion of VIHFA and based upon the breadth and experience of Respondents to this IFB, VIHFA may decide to award contracts to more than one Respondent. The VIHFA may select up to two (2) General Construction Contractors as the Prime Contractor to construct four (4) turnkey affordable Single-Family Homes per contractor.

## **4.0 QUALIFICATIONS**

The VIHFA is seeking Respondent(s), with substantial experience and success in construction of single-family homes in the USVI. The Respondent(s) must have experience constructing a minimum of five (5) homes in the past ten (10) years in the USVI. The selected Respondent(s) must be able to adequately demonstrate their experience in construction.

## **5.0 TERM**

The VIHFA will contract for a period of **Five Hundred Fifteen (515) calendar days from the Notice to Proceed**. The VIHFA reserves the right to modify and/or terminate the contract if the successful Respondent fails to perform in a manner consistent with the terms of the contract. In addition, the VIHFA reserves the right to modify and/or terminate the contract if funding becomes unavailable.

The VIHFA shall also extend the completion date if there are delays caused by acts of God, unavoidable circumstances, or the negligence of the VIHFA or its agents or employees other than the selected Respondent(s). The extension shall equal the length of the delay by any of the above factors. However, there shall be no extensions to the completion date without the prior written consent from the VIHFA. The selected Respondent(s) must submit the request for an extension of the completion date within three (3) calendar days of the event that caused the delay.

## **6.0 TERMINATION**

Either party may terminate the parties' contract with or without cause with **thirty (30) calendar days** written notice to the other party before the effective date of such termination. The VIHFA may, by written notice, terminate the selected Respondent's services, in whole or in part, for failure of selected Respondent to perform its obligations under the parties' contract. In such event, the selected Respondent shall be liable for damages as authorized by law.

## **7.0 PAYMENT**

The selected Respondent is responsible for preparation and submittal of an application for payment and invoice, based upon a mutually agreed Schedule of Values (“SOV”).

After the notice to proceed is issued, the contract payment will consist of a mobilization, after which all subsequent payments will be based upon work in place.

Further, a 10% retainage will be withheld from each payment following the mobilization payment. The selected Respondent(s) shall allow enough time for the VIHFA to review and process payment requests, which can take an average of four (4) weeks.

## **8.0 LIQUIDATED DAMAGES**

Should a selected Respondent fail to complete the scope of work according to the terms of the contract, the selected Respondent agrees to pay to the VIHFA, as liquidated damages, **\$500.00** for each calendar day or portion thereof that the selected Respondent fails to commence or diligently perform the work in accordance with the contract documents and/or is in violation of the contract. The liquidated damages shall first be deducted from any contract monies due but not yet paid to the selected Respondent, to the extent available.

## **9.0 CONFLICT OF INTEREST**

A Respondent submitting a bid hereby certifies that no officer, agent or employee of VIHFA has a pecuniary interest in this bid or has participated in contract negotiations on behalf of the VIHFA; that the bid is made in good faith without fraud, collusion, or connection of any kind with any other Respondent for the same Invitation for Bid (“IFB”); the Respondent is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

## **10.0 USE OF SUBCONTRACTORS**

The VIHFA may have up to two (2) Prime Contractors and the Prime Contractor(s) shall be responsible for all deliverables specified in this IFB. This general requirement notwithstanding, Respondent may enter into subcontractor arrangements. However, Respondent shall acknowledge in its IFB package total responsibility for the entire contract. If the Respondent intends to subcontract for portions of the work, the Respondent shall identify in its package any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The documentation required of the Prime Contractor(s) is also required for any subcontractor. The Prime Contractor(s) shall be the single point of contact for all subcontract work. Every subcontract shall incorporate and follow the terms of the contract between the Prime Contractor(s) and the VIHFA. Unless provided for in the contract with the VIHFA, the Prime Contractor(s) shall not contract with any other party for any of the services herein contracted without the express prior written approval of the VIHFA.

The Prime Contractor(s) shall be responsible for fulfillment of all terms of contract, timing, and payments to subcontractors regardless of funding provided by the VIHFA.

## 11.0 BONDING REQUIREMENTS

### BID BOND

For construction contracts exceeding \$750,000.00, bidders may be required to submit a bid guarantee equivalent to 5% of the bid price in the form of a bid bond. The “bid guarantee” shall consist of a firm commitment accompanying a bid as assurance that the Respondent will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.

### ASSURANCE OF COMPLETION

For construction contracts exceeding \$500,000.00, the selected bidder may be required to furnish an assurance of completion. This assurance may be any one of the following:

- A performance and payment bond in a penal sum of *100 percent* of the contract price;
  1. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the Contractor’s obligations under such contract.
  2. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.
- Separate performance and payment bonds, each for *50 percent* or more of the contract price;
- A *20 percent* cash escrow;
- A *25 percent* irrevocable letter of credit;
- A pledged asset(s) that is adequate to protect the interest.

The bonds must be obtained from guarantee or surety companies authorized to do business in the USVI where the work is to be performed. Individual sureties shall not be considered. **U.S. Treasury Circular Number 570** lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the State/Territories in which the company is licensed to do business. Use of companies on this circular is mandatory.

## 12.0 RESPONDENT’S RESPONSIBILITIES

- Bear all cost related to the preparation and submission of the bid package in response to this IFB solicitation.
- Provide a completed “Base Bid Sheet” with a price guaranteed for ninety (90) calendar days and provide the documentation as specified in this IFB solicitation.
- Be a duly licensed General Construction Contractor in the United States Virgin Islands and provide proof of a valid USVI business license.
- Pay all taxes and fees as required by the local and federal statutes.
- Maintain compliance with all permits issued for the project.
- Obtain, maintain and provide a copy of current General Liability Insurance for Two Million Five Hundred Thousand (\$2,500,000.00) Dollars to cover any claims and damages occasioned by executing the scope of work.
- Complete the Scope of Work for the project within Five Hundred Fifteen (515) calendar days, subject to liquidated damages in the amount of \$500.00 for each day after the scheduled completion date.



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- Provide acceptable workmanship, according to “Industry Standards” for the Scope of Work.
- Submit timely approval to Construction Manager (“CM”), in writing, for items that needs review and approval.
- Submit timely to VIHFA’s CM, an Inspection Request form signed, “passed or failed”, and the “Inspected” sticker from Department of Planning & Natural Resources (“DPNR”) Building Permits office, before pouring any concrete or covering any electrical or plumbing work. This is contingent for payment to the selected Respondent.
- Fully guarantee all work under the Contract for a period of 12-month (365 calendar days) from the date of VIHFA’s final acceptance of the work. Remedy and repair any defects in materials or workmanship, without expense to the VIHFA, no later than fifteen (15) calendar days after receipt of a written notice of a defect and provide a one-year warranty on such repairs for each component installed.
- Prepare and submit an application for payment and invoice, based upon a mutually agreed upon the SOV.

### **13.0 VIHFA’S RESPONSIBILITIES**

- Provide the selected Respondent with an electronic copy of the Architectural Plans with specifications.
- Provide assistance, as necessary, in obtaining local permits and in dealing with governmental entities.
- Perform periodic inspections of progress to ensure compliance with the project drawings, specifications, expected workmanship quality and VIHFA’s policies and procedures.
- Hold weekly construction meetings and project site visits to maintain coordination of the construction work.
- Review all weekly status reports, draft and final project close out report prior to final acceptances of same.
- Review all invoices, process pay application packages, and ensure timely delivery of payments to the selected Respondent.

### **14.0 INVITATION FOR BID SCHEDULE**

The following deadlines are associated with this IFB:

| <b>IFB SCHEDULE</b>                    | <b>DATE</b>     | <b>TIME</b> |
|--|-----------------|-------------|
| IFB Issue date                         | July 13, 2023   |             |
| Pre-Bid Conference                     | July 20, 2023   | 1:00 PM     |
| Site Tour                              | July 20, 2023   | 3:30 PM     |
| Final date to submit written questions | July 27, 2023   |             |
| IFB Submittal Deadline                 | August 16, 2023 | 2:00 PM     |
| IFB Bid Opening                        | August 16, 2023 | 3:00 PM     |

The VIHFA reserves the right to change the IFB schedule by issuing an Addendum at any time.

## **15.0 ISSUING AND PROCURING OFFICE**

This IFB is being issued for the VIHFA. All general correspondence and inquiries about the IFB should be submitted in writing and sent to:

Inquiries can be made by e-mail.

Email: [ahillocks@vihfa.gov](mailto:ahillocks@vihfa.gov)

Mark subject line for email "IFB 009-2023-STT"

From the issue date of this IFB until a determination is made regarding the selection of successful Respondent(s), all contacts concerning this IFB must be made through the Procurement/Contract Officer. Any violation of this condition is cause for the VIHFA to reject the Respondent's package. The VIHFA will **not** be responsible for any oral information given by any employees.

Failure to ask questions, request changes or submit objections shall constitute the acceptance of all terms, conditions and requirements in this IFB. The issuance of a written addendum by the Procurement/Contract Officer is the **only** official method by which interpretation, clarification or additional information shall be given. If the VIHFA amends this IFB, the Procurement/Contract Officer will post such notices on its website, <https://www.vihfa.gov/procurement/solicitation>.

The VIHFA will **not** be held responsible if any potential Respondent does not check the website on a regular basis for any addenda that may be issued. It is the responsibility of the potential Respondents to update all contact information, as necessary, to periodically check VIHFA's website for updates, and/or to contact the Procurement/Contract Officer to ensure the receipt of all addenda prior to the submittal of the bid package.

After the question deadline, the Procurement/Contract Officer will post responses to the questions in the form of an Addendum. Respondents shall rely only on written statements issued through or by VIHFA's Procurement/Contract Officer.

## **16.0 PRE-BID CONFERENCE and SITE TOUR**

The VIHFA will conduct a virtual Pre-bid Conference at **1:00 p.m.** Atlantic Standard Time ("AST") on **July 20, 2023**. Participants may join the meeting via Zoom at <https://us02web.zoom.us/j/83159130123>, Meeting ID 831 5913 0123.

A Site Tour is also scheduled on **July 20, 2023**, at **3:30 p.m.** A VIHFA Construction Manager will meet all prospective Respondents at the project site.

It is highly recommended that prospective Respondents thoroughly review the requirements of the IFB prior to the Pre-Bid Conference and Site Tour. All prospective Respondents are urged to attend the Pre-Bid Conference and the Site Tour. Non-attendance on the part of a Respondent shall not relieve the prospective Respondent of any responsibility for adherence to any of the provisions of this bid package or any addenda thereto.

## **17.0 DELIVERY OF BID PACKAGE**

All responses to this IFB are to be submitted no later than **2:00 p.m. AST on August 16, 2023.**

**Bid Packages must be submitted via email: [procurement@vihfa.gov](mailto:procurement@vihfa.gov)**

The email subject line must be clearly marked **“WHISPER EIGHT”**. The VIHFA will not consider fax submission of a bid or email submissions received after the deadline and submissions submitted to the wrong email address.

Failure to clearly mark each bid package with this information may cause the VIHFA to inadvertently open the bid package before official closing date and time. The VIHFA will log all received bid packages with the date and time of receipt. Bids received after the deadline will be considered **LATE** and will **not** be opened or considered.

## **18.0 VIRTUAL BID OPENING**

The VIHFA will conduct a virtual Bid Opening at **3:00 p.m. AST on August 16, 2023.** Participants may join the meeting via Zoom at <https://us02web.zoom.us/j/82054673830>, **Meeting ID: 820 5467 3830.**

## **19.0 FORMAT OF BID PACKAGE**

Each Respondent must adhere to the requirements of this section relative to the bid package content and format in order to simplify the review process and facilitate the maximum degree of comparison. Respondents should ensure that the bid package closely follows the sequence and organizational outline described in this section. To be considered for award, the bid package shall meet the following requirements:

**A. IFB Cover Letter - Complete Enclosure Document A.**

**B. Commitment Statement Letter** – The Commitment Statement letter should be on the company’s letterhead with contact information and must be signed by an officer of the organization that is authorized to bind the company contractually to all the commitments made in its submittal. The letter shall also include a statement of understanding for the work to be done. It shall state that the company will be solely responsible for all aspects of the engagement including any portion that may be performed by its subcontractor, if any. It should make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner. It should also state that the bid package will remain in effect for a period of ninety (90) calendar days from the submission deadline and thereafter, until the firm withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first. Respondent shall also confirm that the company has not engaged in any unethical practices within the past five (5) years.

**C. Non-Collusive Affidavit – Complete Enclosure Document B.** The form must be notarized.

**D. Debarment Certification Form – Complete Enclosure Document C.** The form must be notarized.

- E. Corporate Document Checklist Form – Complete Enclosure Document D and submit the current USVI Business License.** For this section, Respondent must provide evidence that the company is currently licensed as a General Construction Contractor in the USVI.
- F. Respondent's Qualification Statement Form – Complete Enclosure Document E.** For the Reference Section of the form, the Respondent shall provide a minimum of three (3) non-VIHFA professional references for the most recent, relevant work comparable to the scope requested in this IFB who would be willing to discuss your company's competency and performance. If you currently have more than three (3) non-VIHFA references, a client listing with contact information should be provided as well. The VIHFA reserves the right to check references prior to award.
- G. Bid Sheet – Complete Enclosure Document F.** All bid pricing must be valid for ninety (90) calendar days from the submission deadline and thereafter until the company withdraws it, a contract is approved and executed, or the procurement is canceled, whichever occurs first.

## **20.0 REQUIRED DOCUMENTS**

The successful Respondent shall be required to submit the following documents:

- A. Formation Documents** – The successful Respondent will be required to provide a copy of their Formation Documents within ten (10) business days of receiving a notice of selection.
- **Provide a copy of Formation Documents**
    - Corporations (Inc., Corp, Co., Corporation)
      - Copy of Trade Name Certificate (if applicable)
      - Copy of Articles of Incorporation & By Laws
      - Copy of Certificate of Resolution
      - Copy of Certificate of Good Standing
    - Limited Liability Company (LLC)
      - Copy of Trade Name Certificate (if applicable)
      - Copy of Articles of Organization
      - Copy of Operating Agreement (if applicable)
      - Copy of Certificate of Good Standing
    - General Partnerships
      - Copy of Trade Name Certificate (if applicable)
      - Copy of Partnership Agreement (if applicable)
      - Copy of current Certificate of Good Standing
    - Limited Partnerships (LP, LLP, LLLP)
      - Copy of Trade Name Certificate (if applicable)
      - Certificate of Limited Partnership or Statement of Qualification
      - Copy of Certificate of Good Standing for LLP and LLLP

Sole Proprietorship  
- Copy of Trade Name Certificate (if applicable)

**B. Employer Identification Number (EIN)** - The successful Respondent will be required to provide an official copy of their EIN within ten (10) business days of receiving a notice of selection.

**C. General Liability Insurance** – The successful Respondent will be required to obtain, maintain and provide proof that it has in place General Liability Insurance in an amount no less than **Two Million Five Hundred Thousand (\$2,500,000.00) Dollars** within ten (10) business days of receiving a notice of selection. The Insurance policy shall name the VIHFA as Certificate Holder and an “Additional Insured”:

Virgin Islands Housing Finance Authority  
100 Lagoon Complex, Suite 4  
St. Croix, U. S. Virgin Islands 00840

**D. Workers' Compensation Insurance/Certificate of Government Insurance Coverage** – The successful Respondent will be required to obtain and have in place Workers' Compensation Insurance coverage within ten (10) business days of receiving a notice of selection.

Failure to provide the required documents within the stated time period may result in the bid being deemed non-responsive and immediately disqualified with no further consideration for potential award of the contract.

## **21.0 SELECTION PROCESS**

The VIHFA's Evaluation Committee Panel is responsible for evaluating all Respondents' submittals. The Evaluation Committee Panel will consider Respondent's qualifications including, but not limited to the following criteria:

- Respondent is duly organized, validly existing, qualified, and licensed to conduct business in the United States Virgin Islands as a General Construction Contractor and has completed five (5) homes in the past ten (10) years.
- Lowest reasonable price, responsive, and responsible bid package.

## **22.0 TERMS AND CONDITIONS**

This IFB is a request for the submission of bids but is not itself an offer and shall under no circumstances be construed as an offer.

VIHFA reserves the right to reject, without prejudice, any and all proposals submitted in response to this solicitation.

VIHFA reserves the right to modify or withdraw this request at any time.

VIHFA reserves the right to reject any or all companies, or to terminate the IFB process at any time, if deemed to be in its best interest.

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VIHFA reserves the right not to award a contract pursuant to the IFB.

Further, bids submitted in response to this solicitation become the property of the VIHFA and the VIHFA may use any idea or concept in a submitted bid, regardless of whether that bid is selected for award.

## **ENCLOSURES**

- |                                |  |
|--------------------------------|--|
| <b>1. Enclosure Document A</b> | <b>IFB Cover Letter</b>                          |
| <b>2. Enclosure Document B</b> | <b>Non-Collusive Affidavit</b>                   |
| <b>3. Enclosure Document C</b> | <b>Debarment Certification Form</b>              |
| <b>4. Enclosure Document D</b> | <b>Corporate Document Checklist Form</b>         |
| <b>5. Enclosure Document E</b> | <b>Respondent's Qualification Statement Form</b> |
| <b>6. Enclosure Document F</b> | <b>Bid Sheet 1 &amp; Bid Sheet 2</b>             |

## **ATTACHMENTS**

- |                        |  |
|------------------------|--|
| <b>1. Attachment A</b> | <b>VIHFA Affordable Housing Development Guidelines</b> |
| <b>2. Attachment B</b> | <b>Location Map</b>                                    |
| <b>3. Attachment C</b> | <b>Subdivision Plat Map</b>                            |
| <b>4. Attachment D</b> | <b>Permit Ready Architectural Drawings</b>             |
| <b>a. D1</b>           | <b>2J-29 Estate Donoe</b>                              |
| <b>b. D2</b>           | <b>2J-30 Estate Donoe</b>                              |
| <b>c. D3</b>           | <b>2J-31 Estate Donoe</b>                              |
| <b>d. D4</b>           | <b>2J-32 Estate Donoe</b>                              |
| <b>e. D5</b>           | <b>2J-33 Estate Donoe</b>                              |
| <b>f. D6</b>           | <b>2J-34 Estate Donoe</b>                              |
| <b>g. D7</b>           | <b>2J-35 Estate Donoe</b>                              |
| <b>h. D8</b>           | <b>2J-36 Estate Donoe</b>                              |
| <b>5. Attachment E</b> | <b>Kitchen Cabinets Update</b>                         |

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**ENCLOSURE DOCUMENT A**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
***IFB COVER LETTER***

**RESPONDENT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tax Identification #: \_\_\_\_\_

**RESPONDENT'S CONTACT PERSON**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**SCHEDULE OF ADDENDA**

(I) or (We) acknowledge receipt of the Addenda to the IFB Package hereinafter named, for the project(s) included in this IFB and declare that (I) or (We) accept these Addenda and that every change is included in this bid package.

Addendum Number \_\_\_\_\_

Issue Date \_\_\_\_\_

Addendum Number \_\_\_\_\_

Issue Date \_\_\_\_\_

Addendum Number \_\_\_\_\_

Issue Date \_\_\_\_\_

Addendum Number \_\_\_\_\_

Issue Date \_\_\_\_\_

**RESPONDENT'S AUTHORIZED REPRESENTATIVE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ENCLOSURE DOCUMENT B**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
***NON-COLLUSIVE AFFIDAVIT***

\_\_\_\_\_, being first duly sworn, deposes and says:

That he/she is \_\_\_\_\_ (a partner or officer of the firm of, etc.) the party making the foregoing proposal/bid or proposal/bid cost, that such proposal/bid or proposal/bid cost is genuine and not collusive or sham; that said Respondent has not colluded, conspired, connived or agreed directly or indirectly, with any Respondent or person, to put in a sham proposal/bid cost or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion or communication or conference, with any person, to fix the proposal/bid cost of the affinity or of any other Respondent, or to fix any overhead, profit or cost element of said cost proposal/bid, or of that of any other Respondent, or to secure any advantage against the Virgin Islands Housing Finance Authority or any person interested in the proposed contract; and that all statements in said proposal/bid or cost proposal/bid are true.

\_\_\_\_\_  
Signature of Respondent

SUBSCRIBED AND SWORN TO before me

this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Notary Public

My commission expires:\_\_\_\_\_

(SEAL)



**ENCLOSURE DOCUMENT C**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
***DEBARMENT CERTIFICATION FORM***

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***Certification Regarding Debarment, Suspension and Ineligibility***

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- (1) The Respondent certifies, by submission of this IFB solicitation, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or local programs in the Territory or any Federal department or agency.
- (2) Signing this Certification without disclosing all pertinent information about a debarment or suspension shall result in rejection of the offer or cancellation of a contract. The VIHFA may also exercise any other remedy available by law.
- (3) Where the Respondent is unable to certify to any of the statements in this certification, such Respondent shall attach an explanation to this IFB solicitation.

Name and Title of Authorized Representative:

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---

Signature

---

Date

SUBSCRIBED AND SWORN TO    before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

---

Notary Public

My commission expires: \_\_\_\_\_

(SEAL)

**ENCLOSURE DOCUMENT D**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
***CORPORATE DOCUMENT CHECKLIST***

Name of Respondent: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number:     Office \_\_\_\_\_     Mobile \_\_\_\_\_

Email Address: \_\_\_\_\_

1. \_\_\_\_ Respondent Formation Documents

- |   |  |
|---|--|
| ____ <b>Corporation</b>                                 | ____ Copy of Trade Name Certificate (if applicable)<br>____ Copy of Articles of Incorporation & By Laws<br>____ Copy of Certificate of Resolution<br>____ Certificate of Good Standing |
| ____ <b>LLC</b>   | ____ Copy of Trade Name Certificate (if applicable)<br>____ Copy of Articles of Organization<br>____ Copy of Operating Agreement (if applicable)<br>____ Certificate of Good Standing  |
| ____ <b>General Partnership</b>                         | ____ Copy of Trade Name Certificate (if applicable)<br>____ Copy of Partnership Agreement (if applicable)<br>____ Certificate of Good Standing   |
| ____ <b>L.P, LLP, LLLP</b><br><b>(for LLP and LLLP)</b> | ____ Copy of Trade Name Certificate (if applicable)<br>____ Certificate of Limited Partnership or Statement of Qualification<br>____ Current Certificate of Good Standing              |
| ____ <b>Sole Proprietorship</b>                         | ____ Copy of Trade Name Certificate (if applicable)  |

2. \_\_\_\_ Current USVI business license     Expiration date: \_\_\_\_/\_\_\_\_/20\_\_\_\_  
Type of business license: \_\_\_\_\_

3. \_\_\_\_ Employer Identification Number (EIN): \_\_\_\_\_

|                   |  |
|-------------------|--|
| 4. ____ Insurance | ____ Certificate of General Liability & Endorsement     Expiration date: ____/____/20____<br>____ Proof of Automobile Insurance     Expiration date: ____/____/20____<br>____ Certificate Professional Liability     Expiration date: ____/____/20____ |
|-------------------|--|

5. \_\_\_\_ Workers Compensation Insurance     Expiration date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

**ENCLOSURE DOCUMENT E**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
***RESPONDENT 'S QUALIFICATION STATEMENT***

Name of License Holder: \_\_\_\_\_  
Name of Company/DBA (if any): \_\_\_\_\_  
Legal Status: (check one) ☐Corporation ☐LLC ☐Sole Proprietorship ☐Partnership  
Business Location (office): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Website address (if any): \_\_\_\_\_

---

Is the firm currently licensed to do business in the USVI? ☐Yes ☐No  
Type of License(s): \_\_\_\_\_  
Number of Years licensed to conduct business in the USVI \_\_\_\_\_  
Will subcontractors be used to perform any portion of the work? ☐Yes ☐No If yes, please list the  
name(s) of the proposed subcontractor(s): \_\_\_\_\_

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Have you ever failed to complete a project, been fired, sued by one of your clients and/or found in  
default of contract terms? ☐Yes ☐No If yes, explain on another sheet, what means were used to resolve  
the issue and the Circumstances and the outcome.

Are there or have there been any; Claims, Arbitration, Judgments or Liens against you? ☐Yes ☐No  
If yes, explain on another sheet, the circumstances and outcome.

---

List three non-VIHFA professional references that can be contacted for their input concerning your  
abilities:

- 1) Client Name \_\_\_\_\_ Contact Number \_\_\_\_\_
- 2) Client Name \_\_\_\_\_ Contact Number \_\_\_\_\_
- 3) Client Name \_\_\_\_\_ Contact Number \_\_\_\_\_

List your current projects under contract (Project Title or Clients Name), Value (Contract Value) and  
Percentage of Completion:

- |                      |             |              |
|----------------------|-------------|--------------|
| 1) Client Name _____ | Value _____ | Percentage__ |
| 2) Client Name _____ | Value _____ | Percentage__ |
| 3) Client Name _____ | Value _____ | Percentage__ |

*(If you have more contracts, please list on separate sheet)*

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**ENCLOSURE DOCUMENT E**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
***RESPONDENT'S QUALIFICATION STATEMENT cont...***

List a minimum of five (5) single-family homes completed in the last ten (10) years (provide the client's name and address location of constructed home). Providing a photo of each home upon completion would also be helpful.

- 1) Client Name \_\_\_\_\_ Home Address \_\_\_\_\_
- 2) Client Name \_\_\_\_\_ Home Address \_\_\_\_\_
- 3) Client Name \_\_\_\_\_ Home Address \_\_\_\_\_
- 4) Client Name \_\_\_\_\_ Home Address \_\_\_\_\_
- 5) Client Name \_\_\_\_\_ Home Address \_\_\_\_\_

Respondent shall certify that the above information is true and shall grant permission to the VIHFA to contact the above-named person or otherwise verify the information provided.

Name and Title of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

**ENCLOSURE DOCUMENT F**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
***BASE BID SHEET 1***

The undersigned Respondent proposes to furnish all labor, tools, materials, equipment, miscellaneous supplies and incur any other costs as may be required to perform the scope of work, subject to all the conditions as set forth in the project specifications.

**TOTAL BID AMOUNT (2J-29 Estate Donoe) = \$**\_\_\_\_\_

**TOTAL BID AMOUNT (2J-30 Estate Donoe) = \$**\_\_\_\_\_

**TOTAL BID AMOUNT (2J-31 Estate Donoe) = \$**\_\_\_\_\_

**TOTAL BID AMOUNT (2J-32 Estate Donoe) = \$**\_\_\_\_\_

**TOTAL BID AMOUNT     \$**\_\_\_\_\_

**PLEASE TYPE OR PRINT THEN SIGN AS INSTRUCTED BELOW**

\_\_\_\_\_  
**(TYPE OR PRINT) NAME OF COMPANY**

\_\_\_\_\_  
**(TYPE OR PRINT) NAME OF OWNER, PRESIDENT or CEO OF COMPANY BIDDING**

\_\_\_\_\_  
**(SIGNATURE) NAME OF OWNER, PRESIDENT or CEO OF COMPANY BIDDING**

\_\_\_\_\_  
**DATE**

Submission of a bid indicates acceptance by the Respondent of all the conditions contained in this IFB.

**ENCLOSURE DOCUMENT F**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
***BASE BID SHEET 2***

The undersigned Respondent proposes to furnish all labor, tools, materials, equipment, miscellaneous supplies and incur any other costs as may be required to perform the scope of work, subject to all the conditions as set forth in the project specifications.

**TOTAL BID AMOUNT (2J-33 Estate Donoe) = \$**\_\_\_\_\_

**TOTAL BID AMOUNT (2J-34 Estate Donoe) = \$**\_\_\_\_\_

**TOTAL BID AMOUNT (2J-35 Estate Donoe) = \$**\_\_\_\_\_

**TOTAL BID AMOUNT (2J-36 Estate Donoe) = \$**\_\_\_\_\_

**TOTAL BID AMOUNT     \$**\_\_\_\_\_

**PLEASE TYPE OR PRINT THEN SIGN AS INSTRUCTED BELOW**

\_\_\_\_\_  
(TYPE OR PRINT) NAME OF COMPANY

\_\_\_\_\_  
(TYPE OR PRINT) NAME OF OWNER, PRESIDENT or CEO OF COMPANY BIDDING

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
(SIGNATURE) NAME OF OWNER, PRESIDENT or CEO OF COMPANY BIDDING

Submission of a bid indicates acceptance by the Respondent of all the conditions contained in this IFB.

Invitation for Bids  
IFB 009-2023-STT  
Estate Donoe Single Family Home Construction



## **VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**

3202 Demarara Plaza · Suite 200  
St. Thomas · U. S. Virgin Islands · 00802-6447  
Telephone (340) 777-4432 · Fax (340) 775-7913  
[www.vihfa.gov](http://www.vihfa.gov)

Afisha Hillocks  
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 *Unlocking the Door to Affordable Housing*